**Casual Workers Database – Details List**

**Information contained within the Casual Workers Database include:**

* Worker’s name and contact details
* Employment checks undertaken prior to employment e.g. employment dates, references; pre-employment health screening and, where appropriate, Disclosure Scotland/PVG checks;
* Type of work the worker was recruited to undertake;
* Specific skills/ knowledge/ training etc;
* Specified geographical limits or locations where the worker is willing to undertake employment;
* Availability to work;
* Periods of casual employment undertaken (including location and, where known, reason for cover being required);
* Paperwork/documentation completed in relation to appointment, including whether a Notification of Employment Form has been completed, whether recruitment checks undertaken;
* Offers of casual employment rejected by worker and reason for rejection;
* Whether the worker has been sent/ responded to annual review letter;
* Registration and qualification checks where appropriate.